

How to access your work on the G-Drive

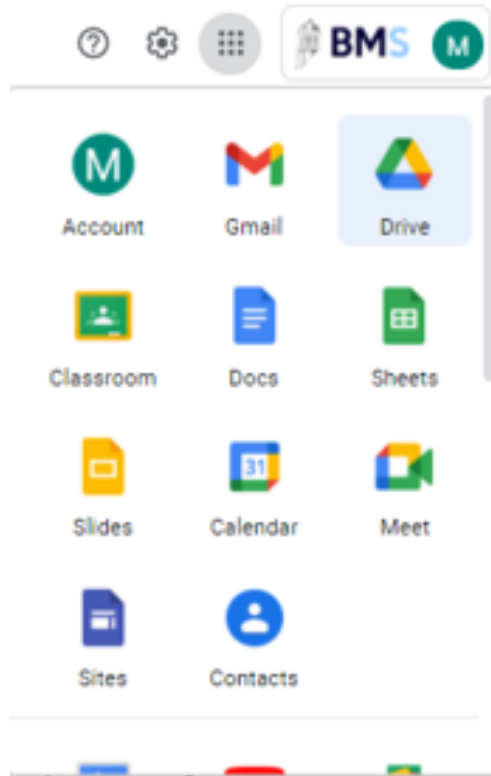
1. Log-on to your email
2. Click the 9 little dots on the right hand side (red arrow)



2. Click



Drive

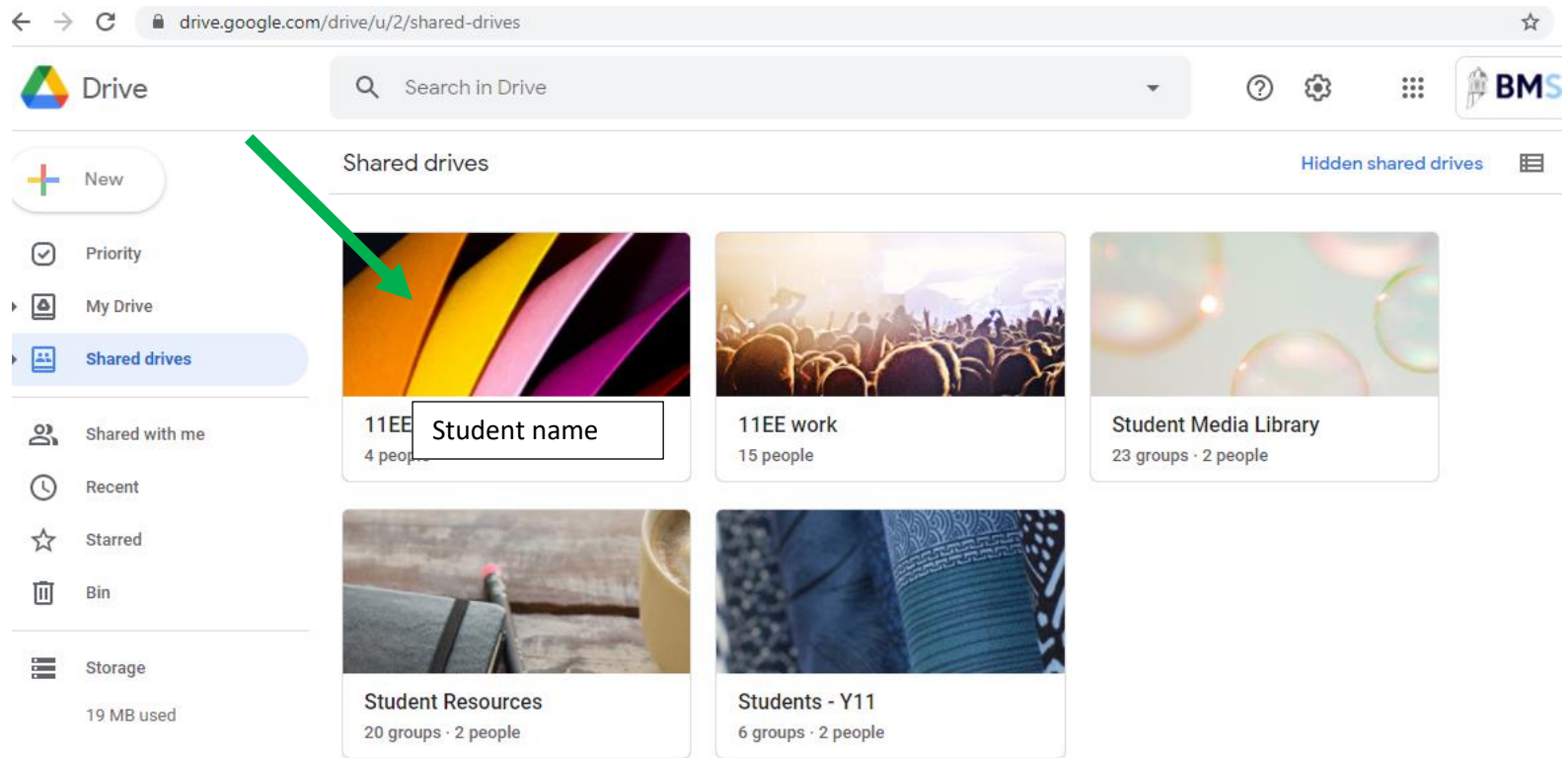


3. Click on Shared Drive (blue arrow)

The screenshot shows the Google Drive web interface. The address bar at the top displays the URL `drive.google.com/drive/u/2/shared-drives`. The main header includes the Drive logo, a search bar with the text "Search in Drive", and utility icons for help, settings, and an app menu. On the left, a navigation sidebar contains options: "New", "Priority", "My Drive", "Shared drives" (highlighted with a blue arrow), "Shared with me", "Recent", "Starred", "Bin", and "Storage" (showing "19 MB used"). The main content area is titled "Shared drives" and features a "Hidden shared drives" toggle. Five shared drive cards are displayed in a grid:

- 11EE Student name**: 4 people
- 11EE work**: 15 people
- Student Media Library**: 23 groups · 2 people
- Student Resources**: 20 groups · 2 people
- Students - Y11**: 6 groups · 2 people

4. Click on your named folder (green arrow).



5. Your work is in your folder.